

“On Approving the Enrollment, of Entrants/ Master’s Degree Candidates with the right to learn without passing Unified National Exams/Common Master’s Degree Exams, in BSU”

The BSU Academic Council Resolution №06-01/99as of 05 September 2023

Annex №1

The Rule for Enrollment in BSU

For

The Entrants/Master’s Degree Candidates /Students with the right to learn without passing Unified National Exams/Common Master’s Degree Exams

Article 1. General Provisions

1. The rule of enrollment of entrants/master's degree candidates/students who have the right to study without passing unified national exams/common master's exams in BSU (hereinafter - "rule" or "rule for enrolling without passing national exams") defines the procedure for enrolling entrants/master's degree candidates/students who have the right to study at Shota Rustaveli State University (hereinafter - "BSU" or "University");
2. This rule has been developed in accordance with the legislation of Georgia, including the Law of Georgia "On Higher Education", " On approval of the procedure for submission and review of documents by entrants/master's degree candidates/students who have the right to study without passing unified national exams/general master's exams" According to the order of the Minister of Education and Science of Georgia No. 224/N of December 29, 2011 and the order of the Director of the National Center for the Development of the Quality of Education No. 1465694 of November 16, 2022, the sectoral characteristics of the higher education of medicine (the English-language One-Cycle Educational Program of Medical Doctor of BSU).
3. The purpose of this rule is to determine the procedures for enrolling entrants/master's degree candidates (hereinafter, "willing to study at BSU") in higher educational programs without passing unified national exams/common master's exams, as well as promoting student mobility and internationalization.
4. The present rule establishes the procedure for enrolling entrants/master's degree candidates/students who have the right to study without passing the unified national exams/common master's exams (hereinafter - applicant or "willing to continue studying at BSU" or "willing to enroll in BSU") at the following educational programs of BSU:
 - a) 60-credit program of training in the Georgian language (to continue studies at the undergraduate, Medical Doctor/Dentistry educational program);
 - b) undergraduate educational program;
 - c) Bachelor-Master educational program of primary education teacher training;
 - d) (English-language) program of a Medical Doctor or one-level Georgian-language educational programs of Medicine/Dentistry;
 - e) Master’s educational program.

5. The procedures related to the enrollment of those who wish to study at BSU are managed and coordinated by the Department of Strategic Development and International Relations of BSU (hereinafter, the "International Department"), with the faculty implementing the relevant program of BSU, as well as with the supporting structural units of BSU (Study Process department, Legal department, Financial and Economic department).

Article 2. Persons with the right to study without passing the unified national exams/common master's exams

1. Studying at BSU without passing unified national exams is allowed:
 - a) for citizens of a foreign country and stateless persons who have received a complete general or equivalent education in a foreign country;
 - b) for citizens of Georgia who received full general education or its equivalent in a foreign country and studied the last 2 years of full general education in a foreign country;
 - c) for citizens of foreign countries (except for students participating in a joint higher education program and students participating in an exchange education program), who study/studied and received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of this country;
 - d) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program), who live/have lived in a foreign country for at least 75 days during one of the semesters, are studying/studied and have received credits/qualifications in a foreign country in accordance with the legislation of this country in a recognized higher educational institution.
2. It is permissible to study at BSU without passing the common master's exams:
 - a) for master's degree candidates who received a document confirming the academic degree of the relevant higher education in a foreign country;
 - b) for citizens of a foreign country (except for students participating in a joint higher education program), who study/studied and received credits/qualifications in a foreign country in a master's degree program of a higher educational institution recognized in accordance with the legislation of this country;
 - c) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program), who live/have lived in a foreign country for at least 75 days during one of the semesters, are studying/studied and have received credits/qualification in a foreign country in the master's degree of a higher educational institution recognized by the legislation of this country;
 - d) for master's degree candidates who were enrolled in a higher educational institution in accordance with the first paragraph of this article;
 - e) For citizens of foreign countries who obtained the right to continue their studies at a higher educational institution of Georgia before the implementation of the Law of Georgia "On Higher Education" and have a

document confirming higher education recognized by the state issued in Georgia.

3. The right to pass the training educational program in the Georgian language without passing the unified national exams is allowed for the persons specified in the first paragraph of this article to continue their studies with the educational program of a bachelor's degree, a qualified doctor/dentist. The mentioned program is 60 credits, it can be completed only during the first academic year, and after its completion, BSU will issue a certificate confirming the completion of this program. After completing the educational program of training in the Georgian language, students, according to their choice, continue their studies with the undergraduate medical/dentist educational program of BSU.
4. The persons specified in paragraphs 1, 2 and 3 of this article have the right to apply to the legal entity under public law - the National Center for the Development of Education Quality (hereinafter - the Center) in order to obtain the right to study at BSU. An application to the center is made in accordance with the form approved by the director of the center, which is posted on the website of the center and which can also be obtained at the center.
5. The persons provided for in subparagraph "d" of paragraph 2 of this article have the right to also apply to the Ministry of Education and Science of Georgia (hereinafter - the Ministry).

Article 3. List of documents to be submitted by those wishing to study at BSU

Those wishing to continue their studies at BSU without passing the unified national exams must submit:

- a) Application regarding continuation of studies at BSU (attached to the previous rule), indicating the higher education program of BSU, in which the applicant wishes to continue his/her studies;
- b) a copy of the citizenship document;
- c) a copy of the document confirming the complete general or equivalent education received in a foreign country;
- d) The persons referred to in subparagraphs "c" and "d" of the first paragraph of Article 2 of the present rule, instead of a copy of the document confirming the complete general or equivalent education received in a foreign country, must attach to the application a copy of the document confirming the credits obtained in a higher educational institution of a foreign country or a document confirming qualifications issued by a higher educational institution recognized in accordance with the legislation;
- e) Citizens of Georgia provided for by subparagraph "d" of the first paragraph of Article 2 of the present rule, in addition to the documents provided for by subparagraphs "a" and "d" of this paragraph, must attach to the application a document confirming living in a foreign country during the period of study at a higher educational institution of a foreign country (registration certificate, residence permit) A certificate or other document confirming the fact of a Georgian citizen living in a foreign country. Living in a foreign country means

staying in a foreign country for at least 75 days during one of the semesters.

2. Those wishing to continue their studies at BSU without passing the unified master's exams **must submit**:
 - a) application regarding continuation of studies at BSU (attached to the previous rule), indicating the higher education program of BSU, in which the applicant wishes to continue his studies;
 - b) a copy of the citizenship document;
 - c) a copy of the document confirming the corresponding higher education qualification issued by a higher educational institution recognized by a foreign country;
 - d) the persons provided for in subparagraphs "b" and "c" of paragraph 2 of Article 2 of the present rule, instead of a copy of a document confirming the relevant qualification of higher education issued by a higher educational institution recognized by a foreign country, must attach to the application the master's degree obtained at a higher educational institution of a foreign country. A copy of a document confirming credits or a document confirming a master's degree or equivalent academic degree issued by a higher educational institution recognized in accordance with the legislation of a foreign country;
 - e) citizens of Georgia, provided for in subparagraph "c" of paragraph 2 of Article 2 of the present rule, in addition to the documentation provided for in subparagraphs "b" and "d" of this paragraph, must also attach to the application a document confirming living in a foreign country during the period of study at a higher educational institution of a foreign country (Certificate of registration, certificate of residence or other document confirming the fact of living in a foreign country. Living in a foreign country means staying in a foreign country for at least 75 days during one of the semesters.
 - f) in addition to a copy of the document confirming citizenship, the candidates for master's degree provided for in subparagraph "d" of paragraph 2 of Article 2 of the present rule must submit:
 - f.a. copies of the diploma and standard appendix of the qualification document obtained as a result of enrollment in a higher educational institution without passing the unified national exams;
 - f.b.) legal act of the head of the higher educational institution confirming the enrollment of a person in the first level of higher education in the higher educational institution without passing the unified national exams.
 - g) candidates for master's degree provided for by Article 2, Clause 2, Sub-Clause "E" of this Rule, **in addition to a copy of the document confirming citizenship**, must submit a document confirming the qualifications obtained as a result of enrollment in the manner established by Article 2, Clause 2, Sub-Clause "E" of this Rule - a diploma a copy.
3. A copy of the residence certificate must be attached to the application of a stateless person instead of a document confirming citizenship.
4. Documents in a foreign language must be translated into Georgian and certified by a notary before submission to the Ministry/Center.

Article 4. The Rule of Application and Documentation of Attendance Attants of BSU

1. **Applicants/persons wishing to** continue their studies at BSU without passing the unified national/common master's exams **can submit the application and documentation provided for in this rule:**
 - a) **in electronic form** - at the official electronic address of BSU - info@bsu.edu.ge;
 - b) **in physical form** - at the BSU Chancellery (Batumi city, N35/32 Ninoshvili/Rustaveli street, first floor of the first building, room N1).
2. The applicant's application to continue studying at the relevant educational program of BSU must be filled in accordance with the form established by BSU (the application form will be available through the website of BSU).

Article 5. Prerequisites for the BSU Written Consent to Receive BSU at BSU

1. The application of the person willing to study at BSU and the attached documentation will be submitted for review to the Department of Strategic Development and International Relations of BSU, which, taking into account the information provided by the relevant faculty about the availability of vacancies, will provide the applicant with the opportunity to study at BSU to organize the process of preparation and issuance of the written consent of the rector of the BSU regarding the possibility of enrollment in BSU .
2. The application of the person willing to study at BSU (applicant) and the attached documentation will be submitted for review to the BSU faculty implementing the educational program chosen by the applicant.
3. The written consent of the head of the BSU-the Rector of the Rector shall be issued on the possibility of receiving a vacant place within the total number of BSU students in the event of confirmation of at least B1 at the educational language level of the educational program elected by that person.
4. In the case of vacant places, the relevant faculty, with the involvement of the BSU Foreign Language Center (in the case of an English-language program)/Georgian Philology Branch Department (in the case of a Georgian-language program), provides confirmation of the applicant's proficiency in the language of instruction of the relevant educational program of the BSU, the legislation of Georgia and the present in compliance with the requirements of the rule.
5. In order to confirm the knowledge of the language of the instruction for the studies at the BSU Georgian language educational program at no less than B 1 level, the person who is able to present a certificate that confirms the knowledge of the language of instructing at at least B1 level shall be exempt from the exam organized by the university. It is permissible for those wishing to continue their studies at the Georgian language program of BSU to present a certificate indicating at least B1 level obtained as a result of the completion of the "Georgian Language for Foreigners" short-term educational program of BSU.
6. In order to obtain the Rector's written approval for enrolling in One-Cycle English-language Educational Program of Medical Doctor without passing the unified national exams, the applicant/student (hereinafter - the applicant) must meet one of the following conditions:

- a) A citizen of a foreign country must present an internationally recognized certificate confirming his knowledge of the English language at least at the B1 level (IELTS, TOEFL, Cambridge English, UNICert®, EnglishScore, etc.);
 - b) An applicant who is a citizen of a foreign country with an education in English must submit a relevant document (e.g. certificate, certificate, etc.), as well as a citizen of Georgia who received a full general education in a foreign country in English or its equivalent education and who studied in the last 2 years of full general education in a foreign country, the relevant document must be presented (eg: attestation, certificate, etc.);
 - c) In order to confirm the knowledge of the English language at least B1 level, the citizen of a foreign country must pass an exam organized by the university (which includes components: 1; listening; 2. comprehension and analysis of the read text; 3. speaking).
7. If the applicant for admission to BSU presents a certificate confirming the language of instruction of the program, it will be submitted for review to the faculty implementing the program, as well as to the Center of Foreign Languages of BSU (in case of the desire to study in the English-language program) / the sectoral department of Georgian Philology (in the case of the desire to study in the Georgian-language program) .The above-mentioned structural units (authorized persons), reflect the conclusion on the confirmation of the knowledge of language of instruction presented by the applicant with the relevant certificate (if this is possible) or the information on necessity of conducting an exam organized by the university, in the Report Letter and present it to the BSU Rector;
 8. Examination in the language of instruction of the program (if necessary) is usually conducted face-to-face with the applicant, in the university space. For those wishing to enroll in the English-language educational program of "Medical Doctor", it is allowed to conduct the exam remotely, organized by the university and with the involvement of staff, in accordance with the terms of the agreement signed with BSU or another educational center.
 9. The procedure for conducting the exam in the language of instruction of the program is approved by the order of the Rector of BSU. The legal act and information about the examination and assessment procedure are publicly available on the BSU website.
 10. The Department of Foreign Languages Center of BSU/Sectoral Department of Georgian Philology prepares a Report Letter confirming the applicant's knowledge of the language of instruction of the program or the results of the test conducted for the applicant in the language of instruction of the program (in case the applicant passes the exam).
 11. On the basis of the Report Letter of the BSU Foreign Language Center/Sectoral Department of Georgian Philology, the relevant faculty of BSU prepares a Report Letter on the fulfillment of prerequisites for the applicant's enrollment in the relevant program of BSU.
 12. For the issuance of the Rector's written consent on enrollment in the BSU (including when the number of applicants exceeds the number of vacancies on the relevant educational program) it is possible to establish an exam and/or interview with master's candidates/masters in the language of instruction and in the subject (specialty) envisaged by faculty/master's educational program.

Article 6. The written consent of the BSU Rector on the admission of the persons willing to study at BSU

1. In case of meeting the prerequisites for admission to the BSU program, on the basis of the Report Letter of the faculty implementing the program, the Department of Strategic Development and International Relations of BSU prepares the written consent of the rector of the university regarding the possibility of admission of a person in a vacant place within the total number of students (must be endorsed by the dean/degree of the relevant faculty by the Head of the Quality Assurance Service and the Deputy Rector).
2. The written consent of the rector of the university regarding the possibility of admission of a person in a vacant place within the total number of students must contain the following information:
 - a) applicant's name, surname (passport number);
 - b) name of the BSU educational program (indicating the code);
 - c) confirmation of mastery of the language of instruction of the educational program chosen by the applicant at least B1 level.
3. The written consent of the Rector of the university, along with the documentation mentioned in the present rule, is submitted by the applicant (applicant) to the Legal Entity of Public Law - the National Center for the Development of the Quality of Education/the Ministry of Education and Science of Georgia.

Article 7. Obtaining the right to enroll in BSU

1. After the written consent of the Rector of BSU, if the application submitted to the center/ministry is approved, the Ministry of Education and Science of Georgia will issue an order for this person to obtain the right to enroll in BSU without passing the unified national exams/common master's exams, which will be sent to the university.
2. A person who has obtained the right to enroll in BSU without passing the unified national exams/common master's exams is entitled to enroll and start studying in BSU within 1 year after the issuance of the order of the Ministry, so that it is possible to achieve the learning outcomes. As a rule, the order to enroll in BSU should be issued before the beginning of the relevant academic year (semester). Based on the order of the Ministry, the application of the person authorized to enroll in the BSU, and the Report Letter of the dean of the faculty, it is possible to sign a contract with this person and issue an order to enroll in the BSU no later than the 7th week after the beginning of the academic semester.
3. The person who has obtained the right to enroll in BSU is obliged to submit an application for enrollment in BSU based on the information/consultation received from the office of the dean of the relevant faculty (academic calendar, academic and administrative registration, curriculum, study courses and other information related to the educational process) about, in which the specific academic year (semester) from which he/she will be able to participate in the educational process should be indicated.

4. In order to start their studies and sign a contract, the person who has been granted the right to enroll in BSU, after the issuance of the Minister's order, should report to the relevant faculty of BSU within a reasonable period of time and present the necessary documentation for the opening of the student's personal records in material form.
5. The dean's office of the faculty implementing the BSU educational program chosen by the applicant is authorized to sign a contract with the person authorized to enroll in the BSU after the following is submitted:
 - a) statement of the person entitled to enroll in BSU;
 - b) documentation required for opening student's personal records;
 - c) Tuition Fee payment receipt (in accordance with the "BSU tuition fee payment rule", information on tuition fee payment must be confirmed by the Financial and Economic department).
6. In order to open the student's personal records, the person authorized to enroll in BSU must submit:
 - a) statement on the name of the Rector (indicating the educational program);
 - b) a copy of the document confirming citizenship (a copy of the residence certificate must be attached to the application of a stateless person instead of the document confirming citizenship);
 - c) a copy of the document confirming the complete general or equivalent education received in a foreign country;
 - d) two photographs (3X4), electronic version on CD;
 - e) a copy of the document confirming being on military registration (for sons who are citizens of Georgia);
 - f) a copy of the document confirming the grades and credits received in the higher educational institution of a foreign country for persons who study/studied and received credits in a foreign country in a higher education institution recognized in accordance with the legislation of that country;
 - g) other documentation stipulated by the BSU procedure instructions and/or legislation (in case of such a request).
7. The office of the dean of the relevant faculty ensures the signing of the contract with the person entitled to study at BSU in accordance with the form approved by the Order of the Rector of BSU and submits the information (if any, along with the report on the credits recognized for the person) to the Rector of BSU.
8. Based on the Report Letter of the relevant faculty, the legal act on enrollment in the BSU is prepared by the International Department (except for the draft of the enrollment documents for the English-language program of "Medical Doctor", which is prepared by the structural unit of the relevant faculty). The order to enroll in the BSU is issued taking into account the inclusion of a person/student in the educational process and the achievement of learning outcomes.
9. The student will get determined the credits compatible with the BSU educational program and recognized (if any) and therefore the semester of studies at BSU by the Rector's Order on enrollment at BSU.
10. It is permissible to issue an Order of the Rector of BSU on the enrollment of a person who has obtained the right to enroll in the One-Cycle (English-language) educational program of a Medical Doctor of BSU before his/her appearance in BSU and before

signing a contract with him/her in material form (only after consent and/or willingness to sign this contract in the case of a different expression/in case of sending a signed copy of the student contract), if this person has applied (or is applying) for a Georgian visa to the Georgian embassy in the relevant country (the Rector's Order must be prepared on the basis of the faculty Dean's Report Letter and with the reservation that in case the person does not get involve in the study process of BSU within one year after the issuance of the Minister's Order, the BSU Rector's Order on enrollment of this person in the BSU will be annulled and this information will be submitted to the relevant embassy).

11. The Order of the Rector of BSU on the enrollment of a person entitled to study at BSU is reflected in the higher education management information system, is handed over/notified to the student by the faculty Dean's Office and placed in his/her personal records.

Article 8. Regulations on the study process and tuition fees

1. In accordance with this Rule, the Regulation on Studies at BSU, passing academic and administrative registration, fulfilling program requirements, evaluation and appeal process, as well as other issues related to the educational process of the person enrolled in the BSU, is established by the "Regulation of the Study Process" approved by the Academic Council;
2. In accordance with this Rule, the tuition fee of a person enrolled in BSU is determined by the "Rule of paying tuition fees for educational programs of BSU", and the procedures and results of the student's administrative registration are determined by:
 - a) "Rule of payment of tuition fees in BSU" - for Georgian language programs;
 - b) "Payment of Tuition Fees for BSU Foreign Language Program" - for the English - language educational program of "Medical Doctor".
3. The legal acts mentioned in this Article are available on the BSU website in both Georgian and English languages.